[DRAFT]

State of Hawaii
Bureau of Conveyance

Kodak 4800
Archive Writer

User Guide

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301459

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1 Introduction

1.1 Purpose

This document is a guide for users who will be using the custom 'BOC Microfilm' application and the Kodak Archive Writer Interface Software (AWIS) to create microfilm rolls from scanned images.

1.2 Related Documents

This documentation is located in in \\bocsvr1\d$\BOC Customizations\Documentation. There is also an administrators guide for the Microfilm Programs in that directory.

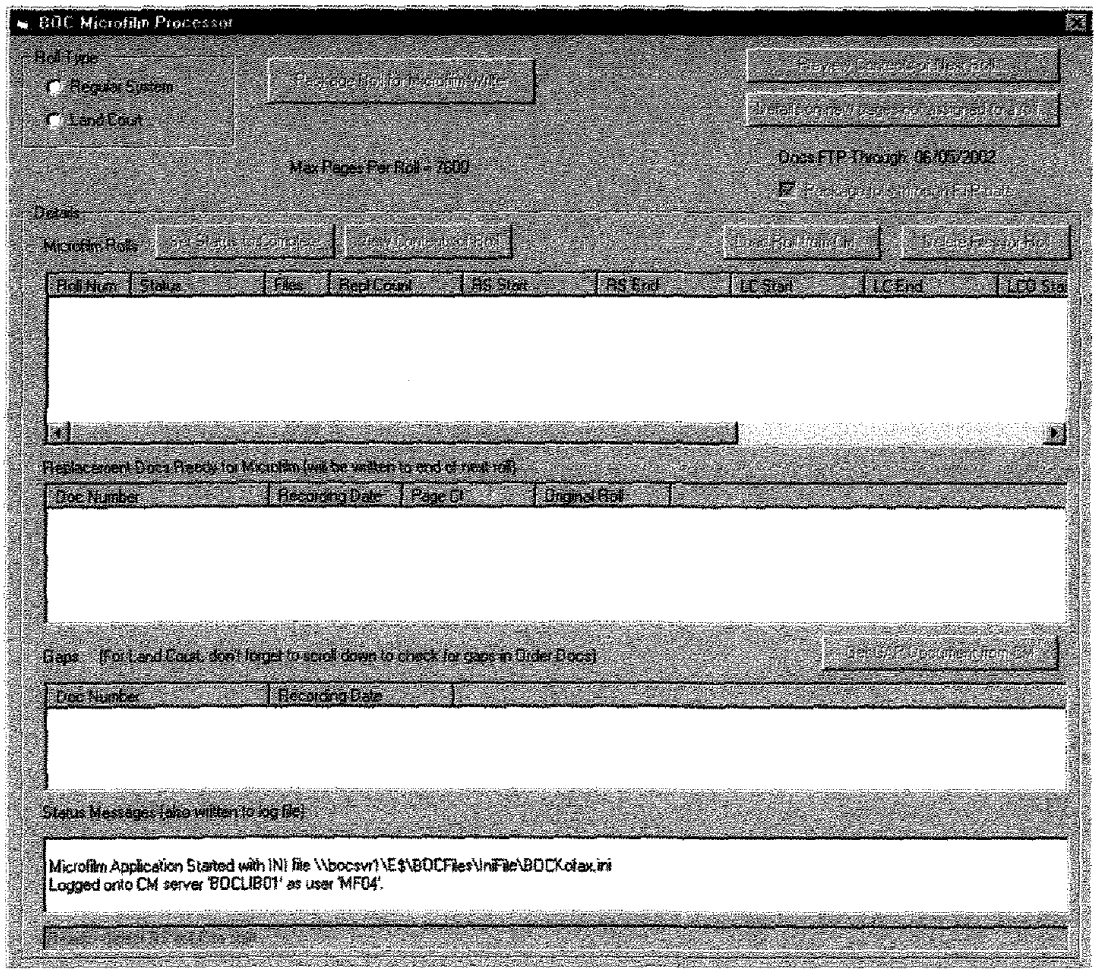
2 Running 'BOC Microfilm App' to Package Files for the Archive Writer

The 'BOC Microfilm App' is a custom application for BOC. It validates the documents and pages that have not yet been assigned to a roll and allow you to assign them to Microfilm Rolls after being validated.

After 'Packaging' a roll, you then use the Kodak Archive Writer Interface Software (AWIS) to actually cut a roll of film from files stored on the m: drive, such as m:\RS\15000.

2.1 Starting the Microfilm Application

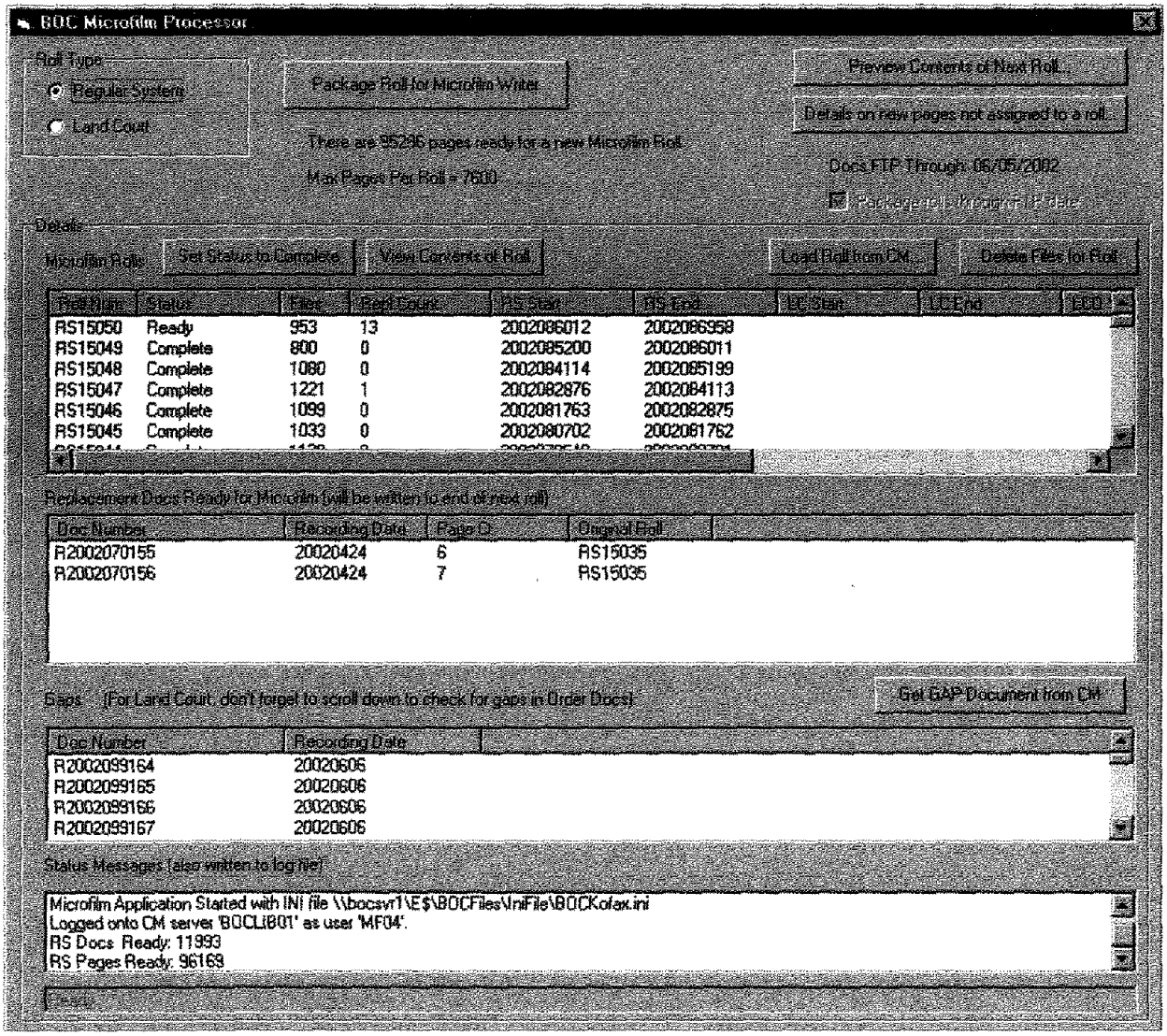
To start the 'BOC Microfilm App' select the 'Start/Archive Writer for BOC/BOC Microfilm App' from the Start menu on Microfilm01. This is the application that allows you to assign documents to specific roll numbers. The 'Kodak Film Writer (AWIS)' program uses the files created by 'BOC Microfilm App' to actually create microfilm rolls.



After starting the application, select 'Regular System' or 'Land Court' in the upper left corner to load the information to create a roll of Microfilm and enable the buttons on the window.

2.1.1 Microfilm App Main Window for Regular System Docs

After pressing the 'Regular System' radio button the application will look like this:



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2.1.2 Basic Operation to Package a Roll

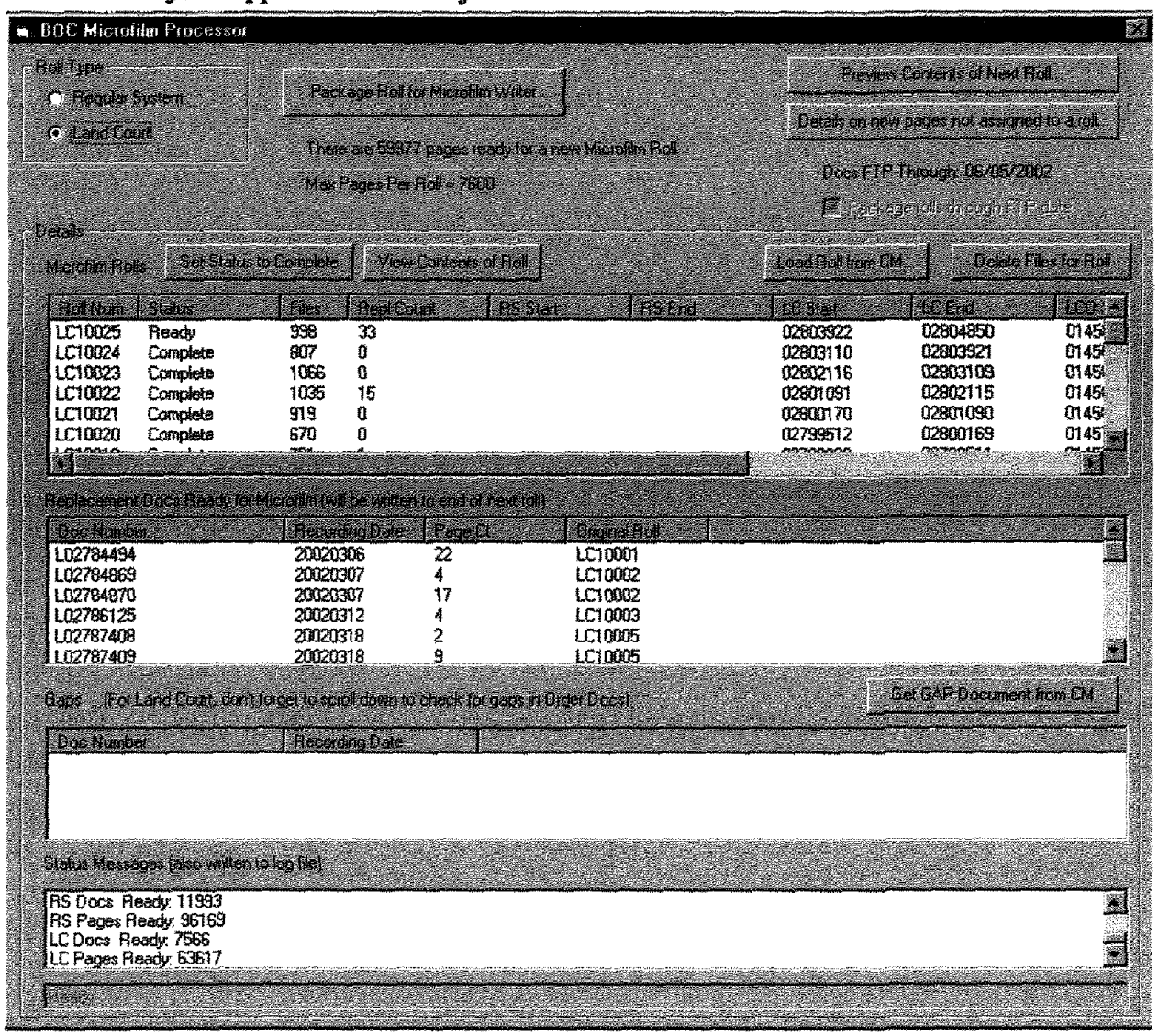
The top of the screen on the previous page indicates that 95,296 pages are ready to be 'packaged' into new Microfilm Rolls. That is the number of pages for docs with a valid recording date (<= FTP Through date) and for which there are no gaps in document numbers.

1) If there are enough pages, simply press the 'Create Roll for MF Writer' button. This will create a roll directory in m:\rs and move one roll's worth of image files to that directory. It will also refresh the lists on the screen and you'll see your new roll in the list of rolls near the top of the screen.

2) After you have done that you can run AWIS to write the roll to Microfilm. There are instruction on running AWIS in section ??? of this document.

3) After you have written the roll to the archive writer, run this application again, select the roll, and press the 'Set Status to Complete' button. This simply changes the status so that users know it has been written to microfilm.

2.1.3 Microfilm App Main Window for LC Docs



As you can see this is very similar to the Regular System window. All of the features are the same here as for Regular System document.

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2.2 Comments on the Window Display

2.2.1 'FTP Through Date' and 'Package Rolls Through FTP Date'

The 'FTP Through Date' is displayed in the top right of the window. It's 06/05/2002 in the examples above. The Microfilm application will only assign documents to a roll with a recording date less than or equal to the FTP through date.

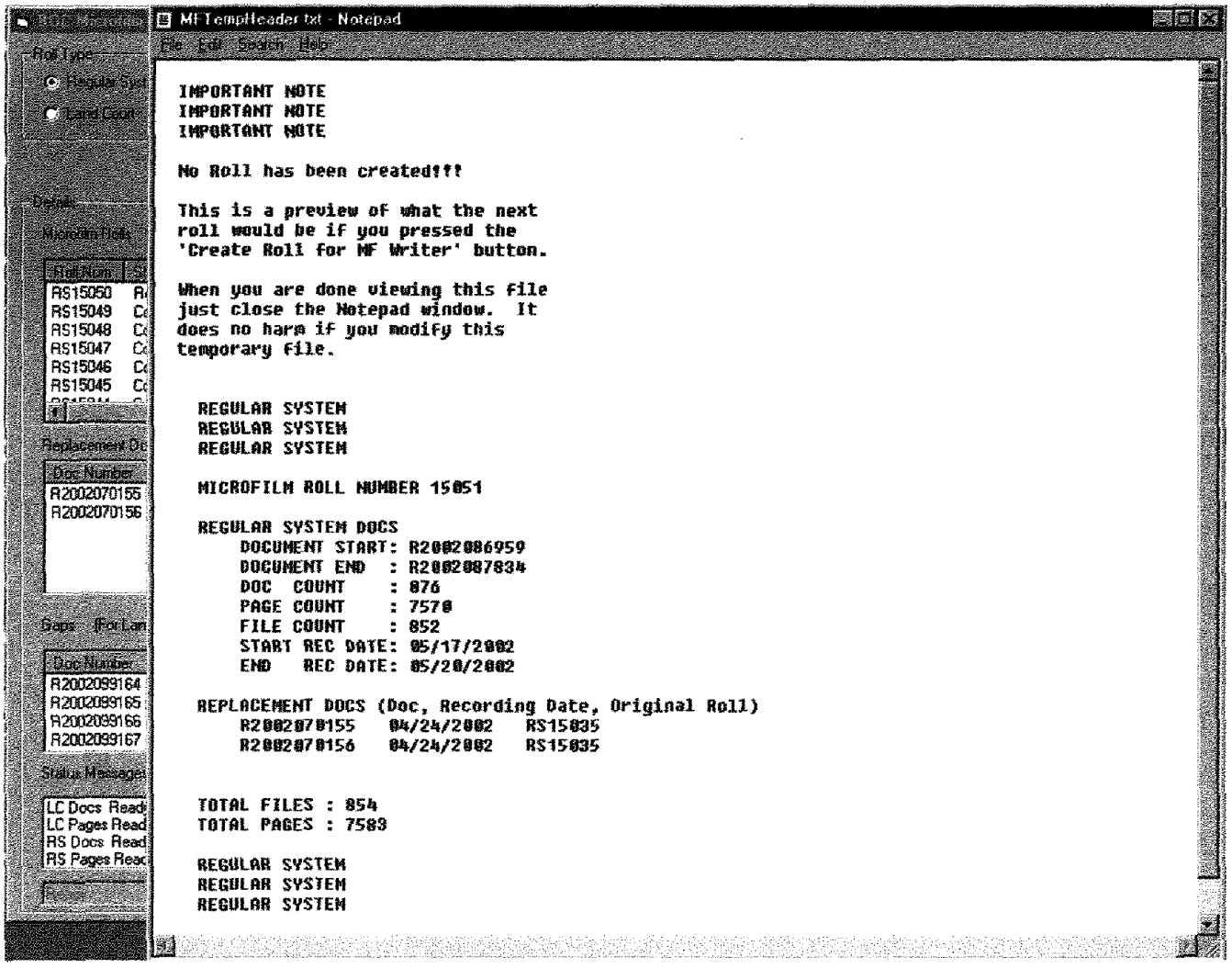
There is a check box called 'Package Rolls Through FTP Date'. If this is checked, then the application won't allow you to packed documents with a recording date past the 'FTP Through Date'. This option can be disabled in the BOCKofax.ini file, but normally it should be checked. The user cannot change this while the application is running.

2.3 Optional Features of the BOC Microfilm Application

2.3.1 'Preview Contents of Next Roll' and sample of header.txt file

This button can be pressed to view the header file of the next roll that would be created if you pressed 'Create Roll for MF Writer'. This allows you to view the header without actually creating a roll.

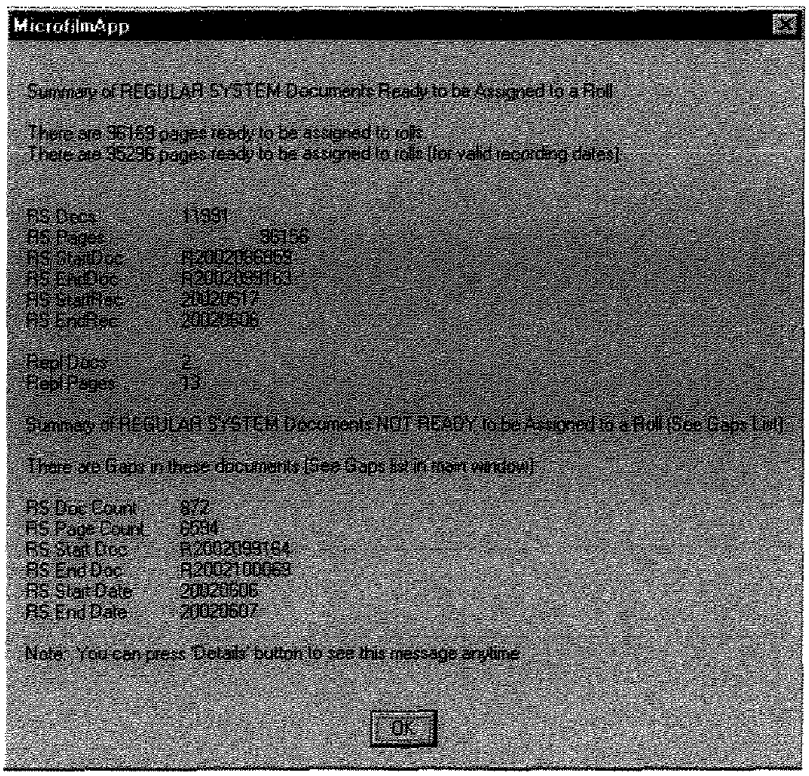
The header for the next regular system roll from the example would look like this:



The header file is displayed in Notepad. A temporary file is used to display the header file, so you can't cause any problems my modifying this file.

2.3.2 'Details on New Pages Not Assigned to Rolls' Button

Wondering what that means? This button simply shows details of the documents that have not been assigned to a roll yet. It displays a window like that below:



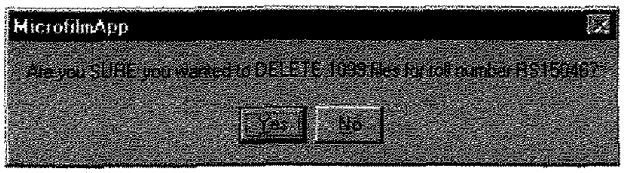
2.3.3 'Get Gap Doc from CM' Button

If you see a document in the Gaps list that you think may actually be in Content Manager, you can select the documents and press this button to search CM for the document. If the document is found in Content Manager, it will be retrieved, rotated and prepared for Microfilm. When you refresh the window, the document will no longer appear in the Gaps list. If the document is not in Content Manager an error message will be displayed.

2.3.4 'Delete Files for Roll' Button

This button is only enabled for admin users. If you select a roll and press this button, all files in the M:\RS\<rollnum> or M:\LC\<rollnum> directory will be deleted from the file server. This must be done periodically to conserve space. However, there is plenty of room to store images for at least 20 rolls of microfilm on the server, so be sure that the Microfilm rolls are high quality before deleting the images.

To use this feature, select a roll in the rolls list and press the button. A window will be displayed asking you to verify that you want to delete all of the files for the roll.



2.3.5 About the 'Load Roll From CM' Button

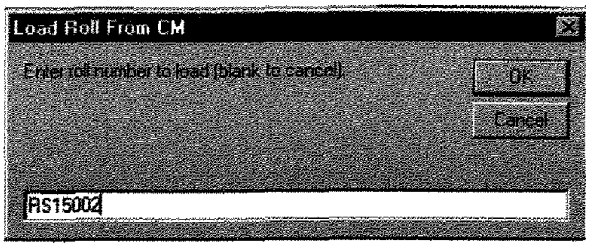
You can use the 'Load Roll from CM' button to load images from Content Manager to a directory on the M: drive.

If you need to recut a roll, but the files have been deleted from the m:\RS\<rollnum> directory or the M:\LC\<rollnum> directory, you can use this button to reload the files to the M: drive for use by the archive writer. It will get the .lst file and the header.txt file from Content Manager index classes 'Microfilm Rolls' and 'Microfilm List Files'. It will then retrieve each document from Content Manager, rotate the images, and assign the correct image filename (eg R2002037142_20020405_3.TIF).

After using this feature, you can then run AWIS to create a roll of Microfilm from the .lst file. It takes about 60-90 minutes to retrieve the docs for a roll from Content Manager.

2.3.6 Using the 'Load Roll from CM' feature

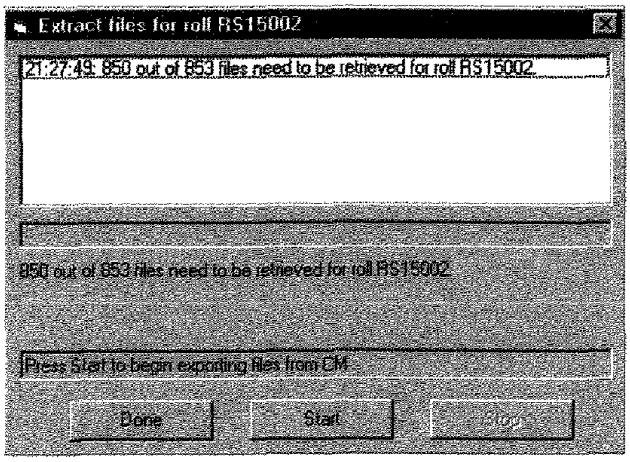
To use this feature, remember that only rolls that have a matching subdirectory on the M: drive will be displayed in the rolls list. When you press the 'Load Roll from CM' button a window pops up asking which Roll you want to load. It is prefilled with the currently selected roll. You can either accept what is entered or enter a different roll number.



If you keep the selected roll number, a dialog box will pop up and allow you to load files for that roll. You may be continuing after stopping a previous load.

A more common situation is that you have entered a new roll number. In this case, the application will create a new directory on M: for the roll, get the header.txt, footer.txt, and <rollnumber>.lst file from Content Manager. It will then display a window like the following:

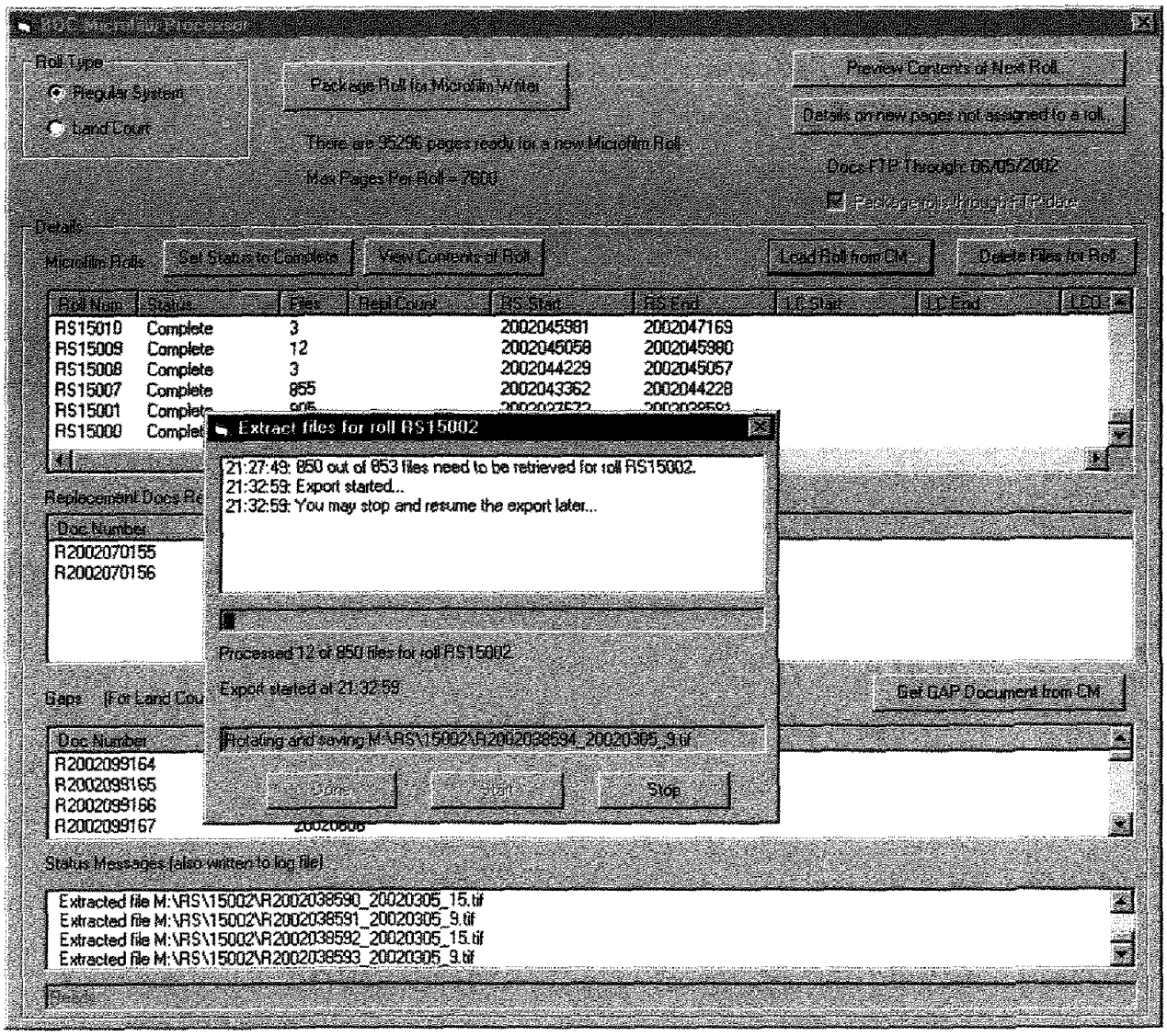
The dialog box for loading images from CM looks like this:



This dialog box indicates that 850 of the total of 853 files that should be in the directory need to be retrieved from Content Manager. Note that at this point 3 files have already been created, the header.txt, footer.txt, and list file (15002.lst).

You can then press the 'Start' button to start loading the files. The program will go through the 15002.lst file and export from CM any files that are not already in the directory.

Each file exported will be written to the status window on the main Microfilm App window as shown in the screen print below.



You can stop and start the export as desired and it will resume where it left off. If you exit the application and come back in, just find the roll in the 'Microfilm Rolls' list and then press 'Load Roll from CM...'. It will display the window above, tell you how many files are left to export. You can then press 'Start' to continue the export.

It taked 60-120 minutes to export files for one roll of film.

If you stop too soon and try to cut a roll, the AWIS software will tell you that there is a problem finding all of the files in the .lst file.

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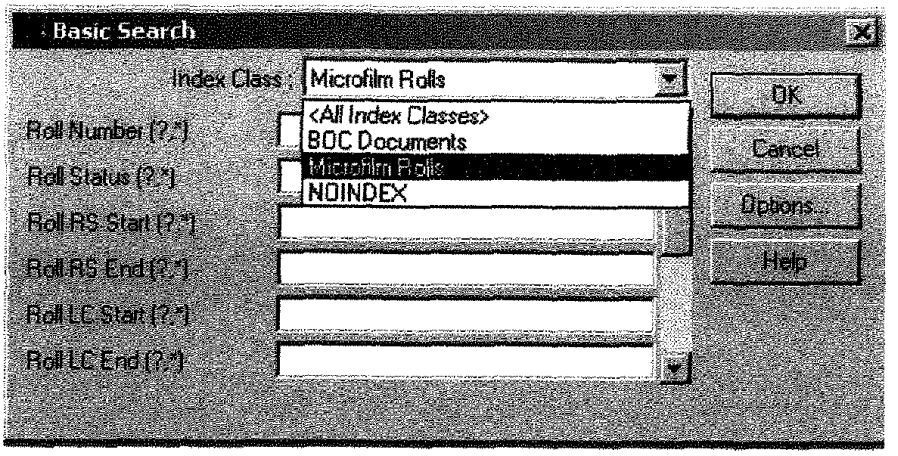
2.4 The 'Microfilm Rolls' Index Class

To view what is on each microfilm roll, start the Content Manager client manually or by viewing an image from BCIS. Then select the Search/Basic menu and you'll get a window like the one below:



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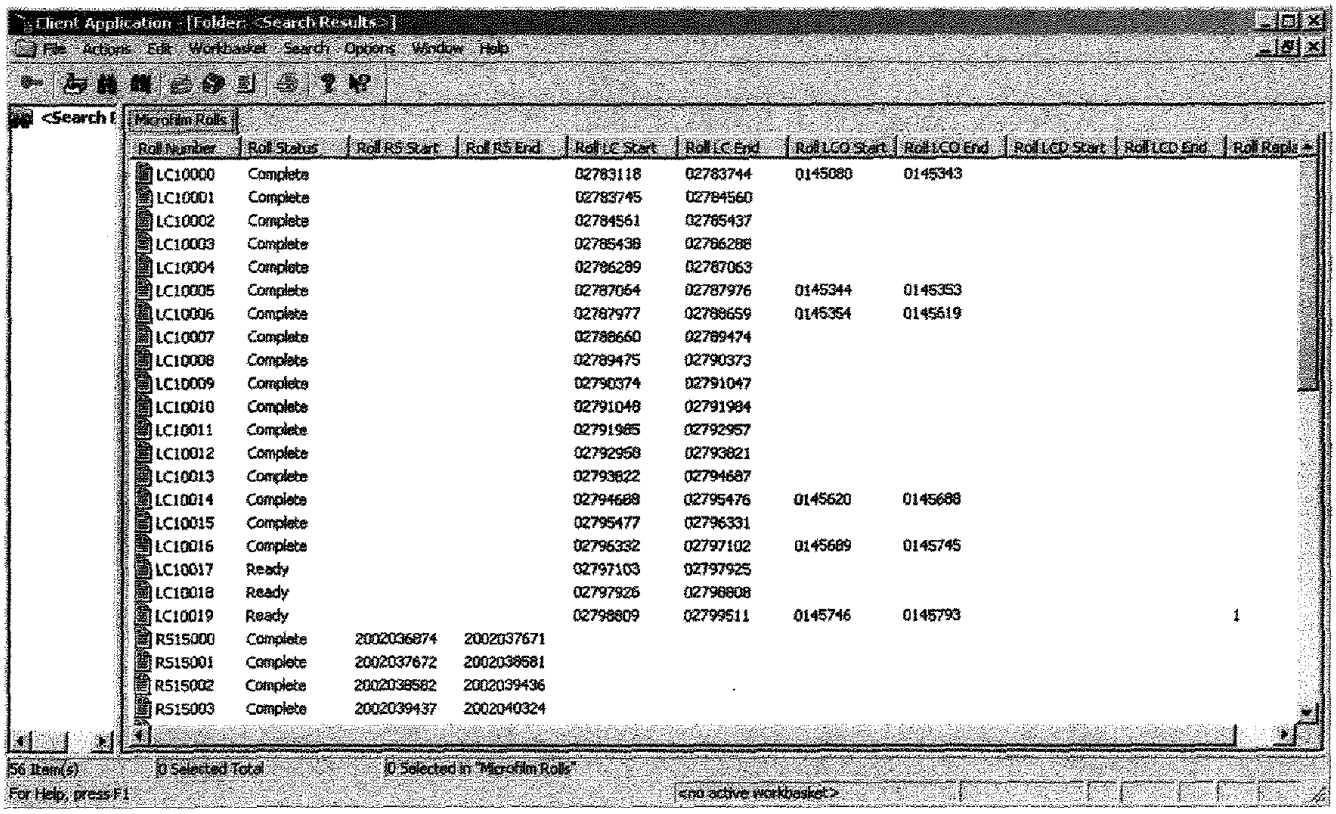
Select Index Class 'Microfilm Rolls' and press enter. You'll get the following list:



You'll see a list of all rolls that have been created with the 'Microfilm' application. You can see document number ranges of each document type as well as the number of replacements on the roll if any.

If you want more details, just double click on the document and you'll see the header.txt file.

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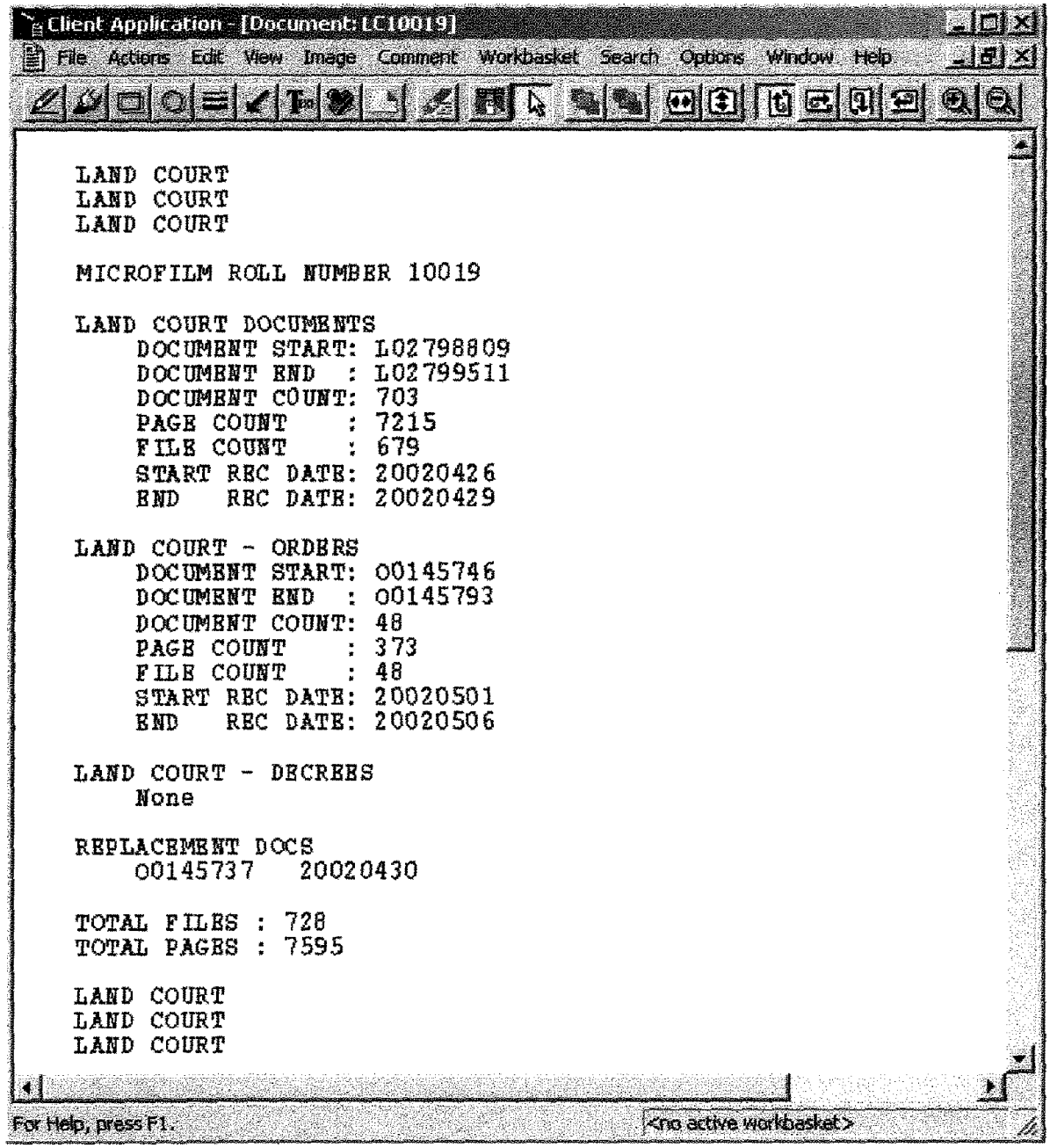


2.5 The 'Microfilm List Files' Index Class

The 'Microfilm List Files' index class is similar to the 'Microfilm Rolls' index class, except that it contains the .lst file for each roll and lists every document on the roll.

3 Writing to Microfilm with Kodak AWIS Application

3.1 Running AWIS to write to film

3.1.1 Creating a Roll

Start the AWIS program and select File/New Roll

First enter a Roll ID (eg 15000)

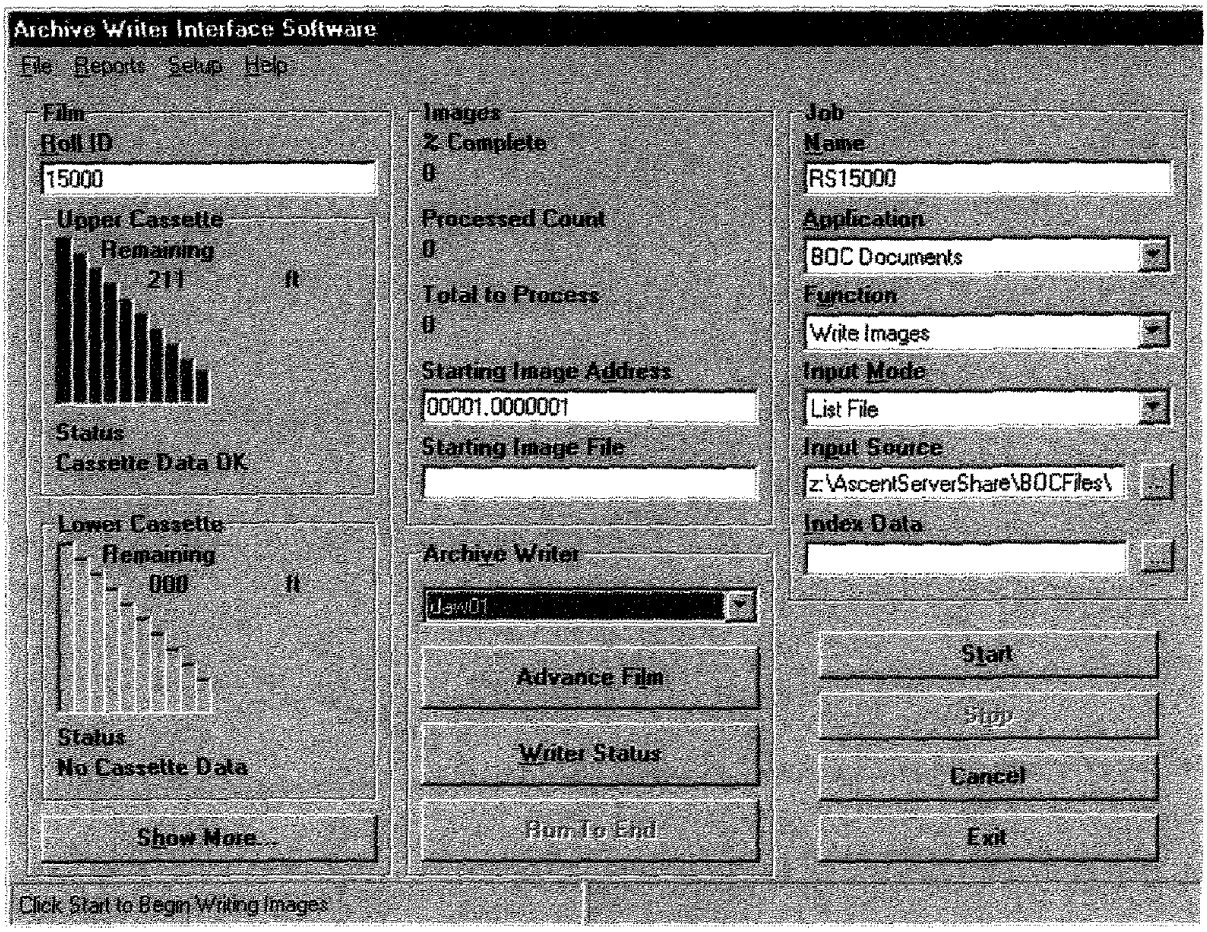
Enter Job Name (eg: RS15000)

Select Application Always 'BOC Documents'

Select Input Source (eg M:\RS\15000\15000.lst)

Select Archive Writer daw01

This will show you how much film is left on the roll. It should be about 210 feet or so for a new roll. You can then press 'Start' to start cutting the roll.



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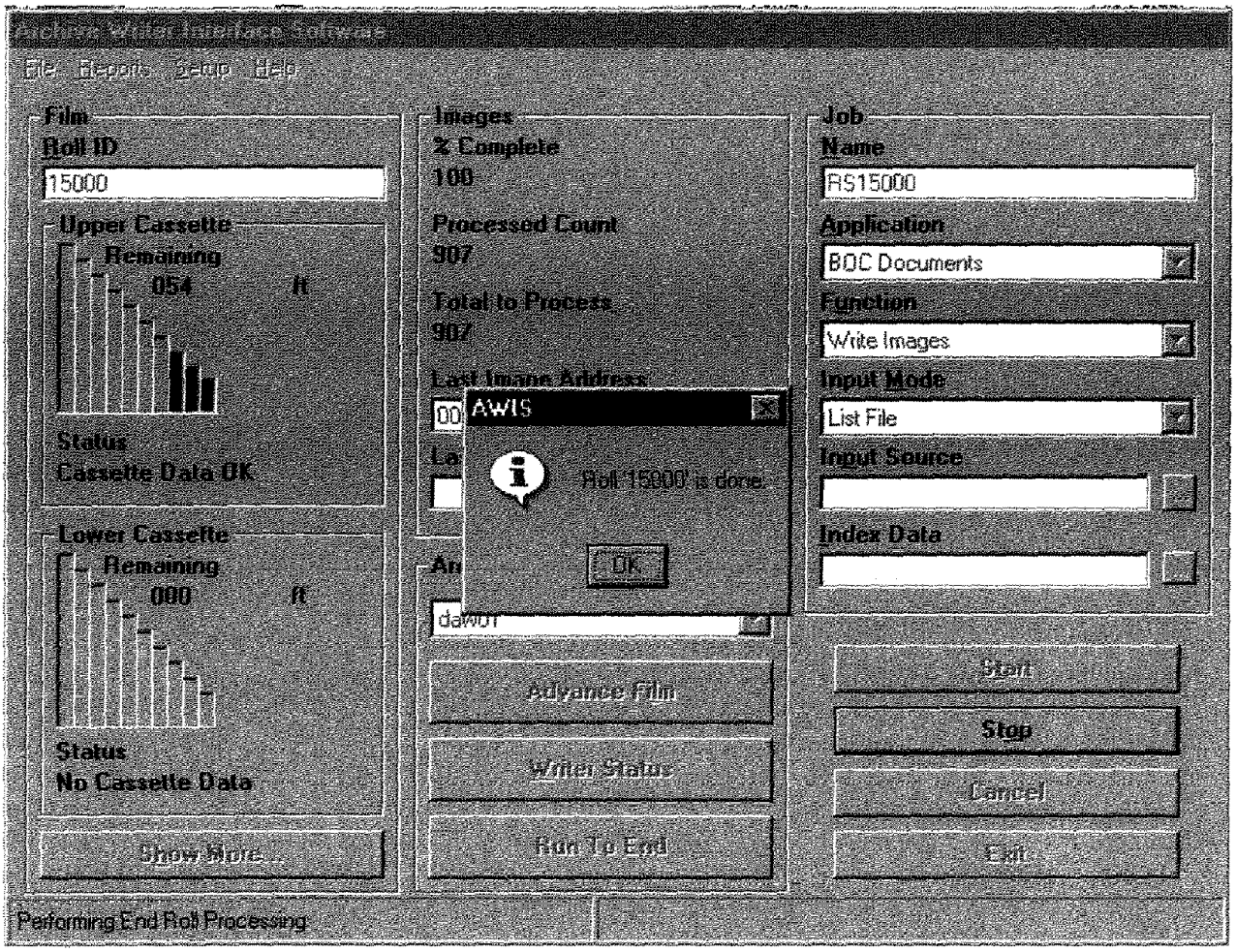
3.1.2 Finishing a Roll

When the Microfilm Writer finishes writing film it displays the following message.



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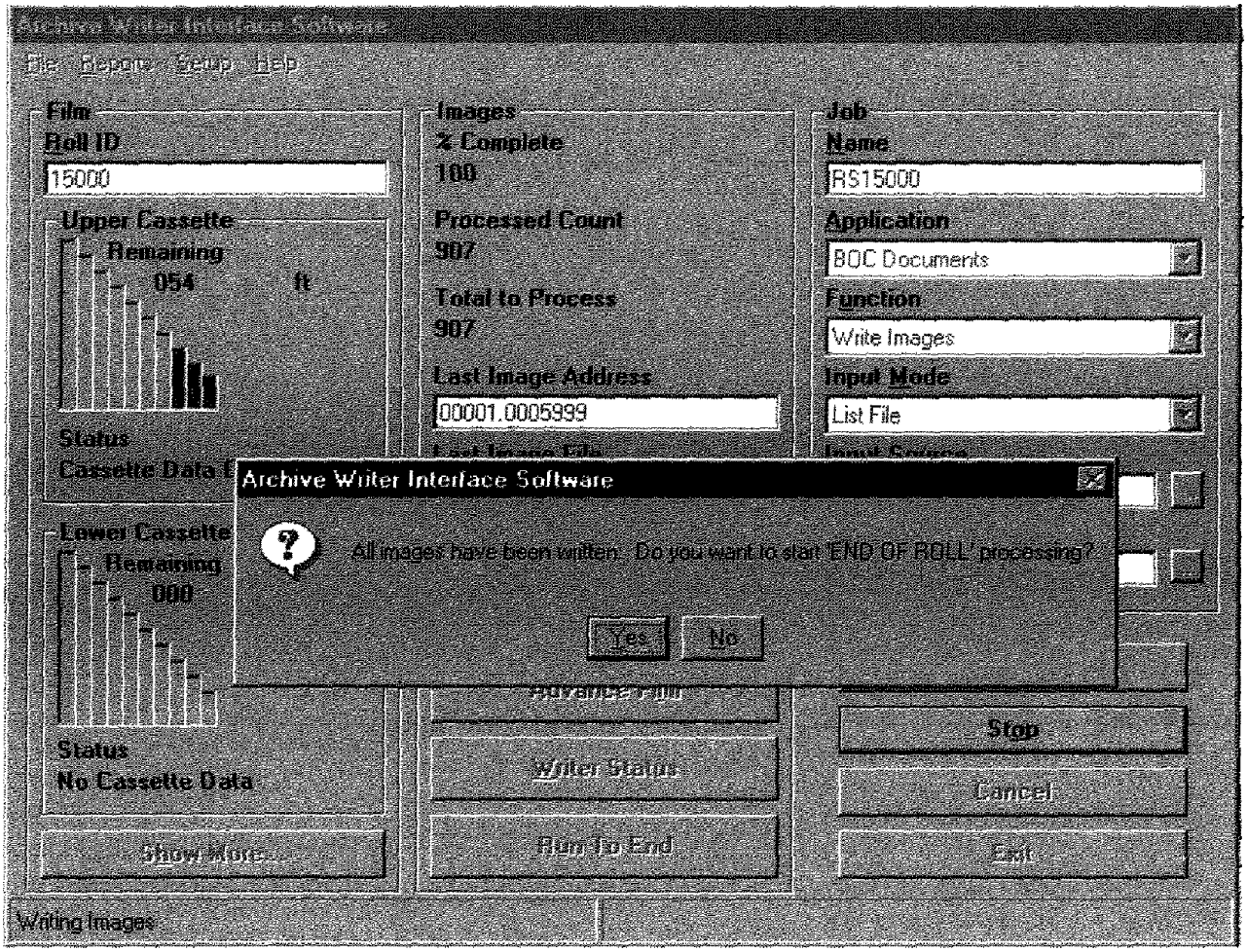
File Reports Setup Help
Film
Roll ID
15000
Upper Cassette
Remaining
054
ft
Status
Cassette Data
Lower Cassette
Remaining
000
Status
No Cassette Data
Show More...
Images
% Complete
100
Processed Count
907
Total to Process
907
Last Image Address
00001.0005999
Job
Name
RS15000
Application
BOC Documents
Function
Write Images
Input Mode
List File
Archive Writer Interface Software
All images have been written. Do you want to start 'END OF ROLL' processing?
Yes
No
Writer Status
Run To End
Stop
Cancel
Exit
Writing Images

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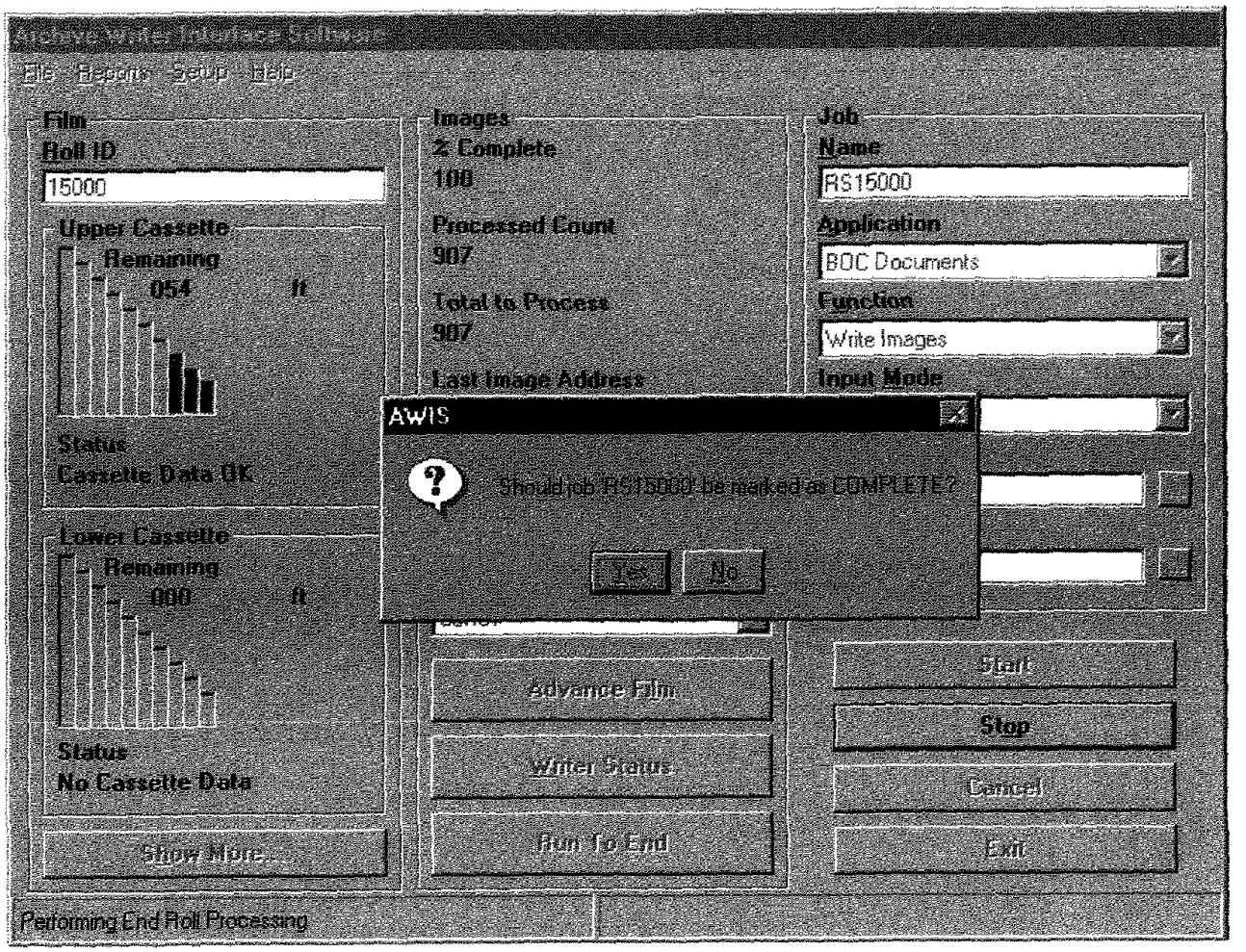

3.1.3 Resetting the Microfilm Writer

Next go to the Archive Writer and do the following:

Select Off-Line

Select Film Control

Select Run to End

Remove the film in dimly lit room

3.1.4 Marking the Roll Complete in the 'BOC Microfilm App'

Don't forget to go back to the Microfilm application, select the roll, and press the button 'Set Status to Complete' when done cutting the roll.

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3.2 Running TIFFChkr (optional)

TiffChkr is a Kodak utility for checking the validity of a .lst file. It reads the .lst file and checks each of the files included in it to ensure that they can be processed by the Microfilm Writer before actually trying to cut a roll.

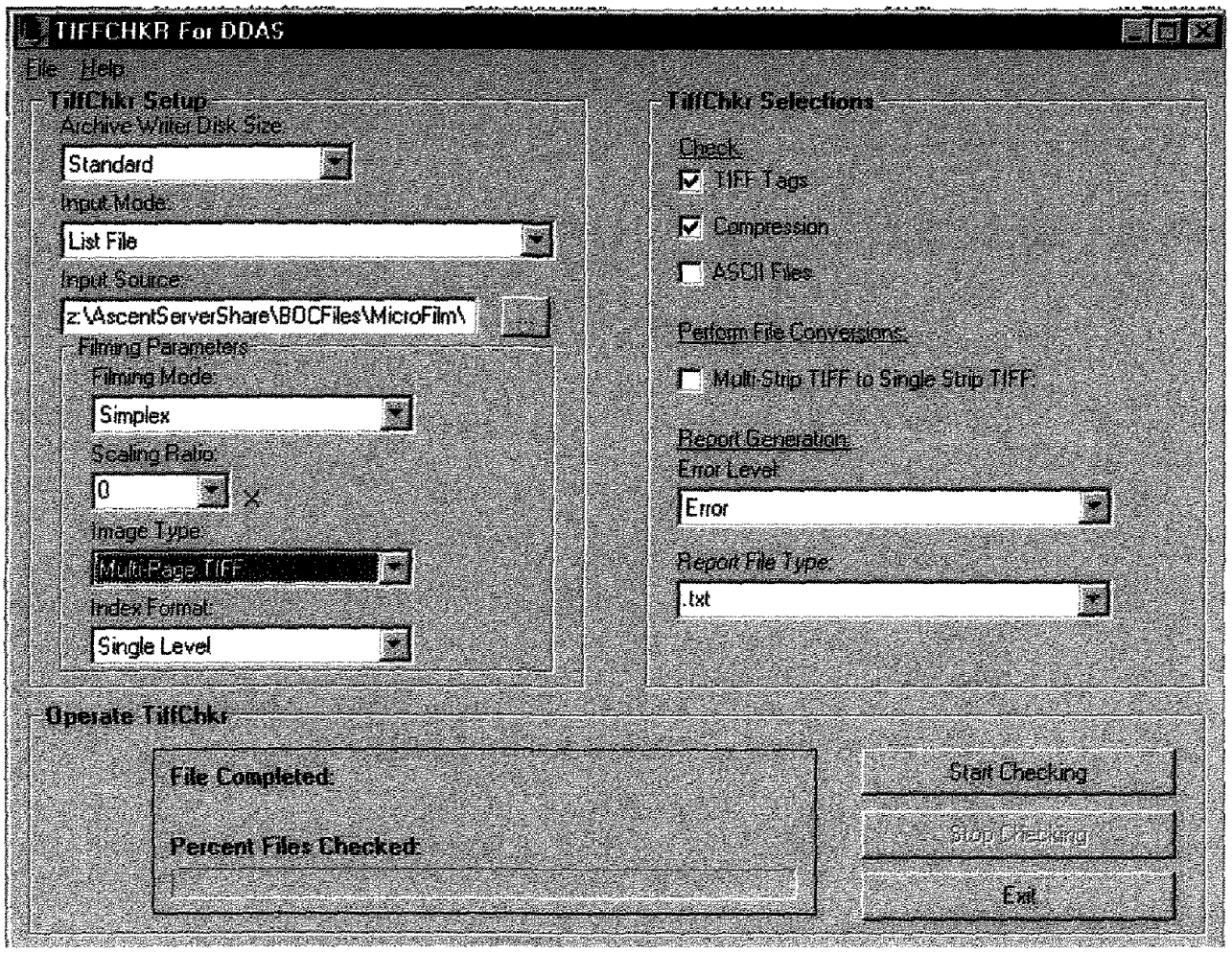
Under normal circumstances this tool does not need to be used.

1) For 'Input Source' select the .lst file.

2) For 'Scaling Ration' set to 24. Or, set to 0 and it will tell you the optimum scaling factor.

3) For 'Image Type' select Multi-Page TIFF

4) Press 'Start Checking'



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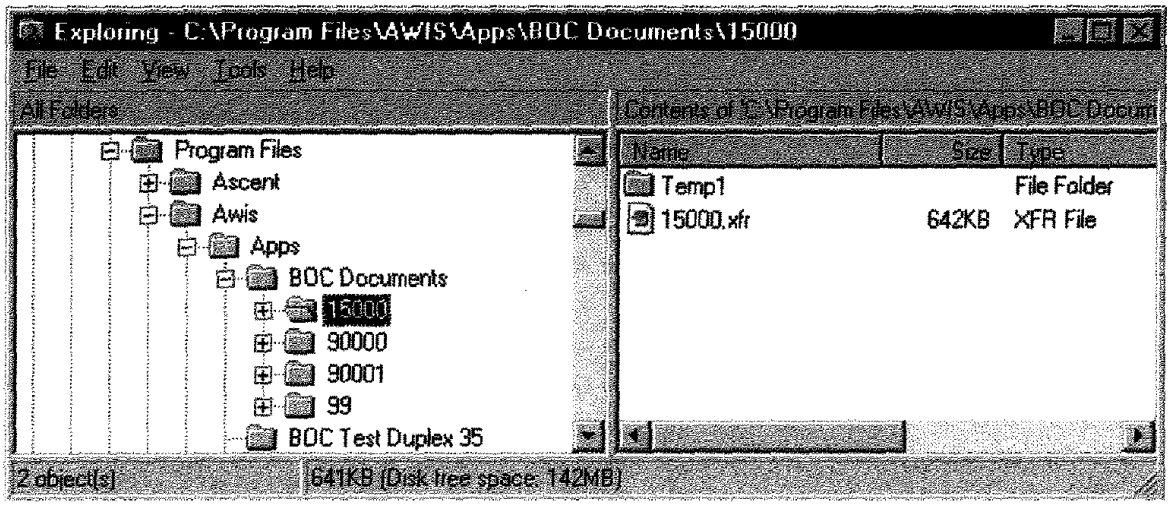
3.3 Verifying Microfilm Writer Results (optional)

The AWIS software writes a log file of everything it writes to film. You can find it on the c: drive of the Microfilm workstation.

It writes and .xfr file. This shows you the TIFF files is processed, how many pages were stored from each TIFF files, and the marker information on the microfilm containing the location of the document.

This file could be used to update a database with the exact location of the document on microfilm but there are currently no plans to do this.

It would be good to keep a copy of this file for each roll of microfilm.



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